

MINUTES
DD/S STAFF MEETING
6 February 1973

1. Present were Messrs. Coffey, Wattles, [REDACTED]
[REDACTED], Messrs. Cunningham, [REDACTED]

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25X1A

2. Film

The group viewed a Soviet film centering on a 366 day simulated space flight by three men in a ground laboratory. Highlights of the film included a synopsis on the reaction to the human body of a 10 day in-flight emergency test period and a segment on the interaction between plant and human life.

3. Conference of the American Society for Public Administration - [REDACTED]

[REDACTED] reported on his attendance of the American Society of Public Administration Conference held on January 25 and 26 at the University of Delaware. Of the 80-90 participants at the conference, eight were from CIA (four from the Support Career Service, three from the Personnel Career Service, and one representative from the Office of ELINT). The central theme of the ASPA Conference was "Public Administration in the Age of Political Activism." The group was broken down into action panels, each of which handled a different theme. For example, one such theme concerned itself with equality among women and minority groups. [REDACTED] said he was particularly impressed by the number of young people who attended, the amount of women, and the enthusiastic attitude of the participants.

4. Letters of Appreciation - Mr. Coffey

a. [REDACTED] expressed his thanks on the half day overview of the DD/S in the DD/S&T Career Development Course.

b. Memos of appreciation from two women who participated in the Second Office Management Course held at [REDACTED] were received. A similar memorandum signed by all the course participants was also received by the [REDACTED]

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5. Mr. Coffey said we should be very careful about spreading any rumors concerning policy or decisions supposedly emanating from the new Director. The Director is rather distressed on hearing about erroneous facts of information that are attributed to him.

6. Around the Table

a. Mr. Cunningham announced the start of the Mid-Career Course, and added that the age group of the students is the youngest yet, averaging 37.8 years. This is also the first time in several years that there will be a speaker from the FBI. The last speaker in the course will be Andrew Marshall of the Net Assessment Group of the National Security Council who will speak on perceiving consumer needs. The Senior Seminar is ~~one of~~ the best one yet and so OTR is reluctant to see the departure of [REDACTED] who will take the place of [REDACTED] as Chief, Missions and Programs Staff of the Office of DD/P. A full time Vietnamese language course is being offered for the first time with five students enrolled.

? 7. Mr. Wattles forewarned the group on the problems that the Agency will be getting into on reverse cover situations. The problems of concern include security factors, medical considerations, and personnel matters.

what's that?
DESTROY AFTER READING

25X1C

DOCUMENT SEPARATOR SHEET

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STATINTL

Reported on current status of objectives for FY 75 in connection with OTR's Program Call; discussion that followed resulted in the decision to provide the Chiefs of Schools and Staffs with a prescribed format for reporting periodically on their components; information in reports to be linked to the DTR's requirements for reports.

ACTION: MPG

STATINTL

Mentioned the one-day workshop on Intercultural Communication to be attended by 10 people, 13 February, all day; each major component to be represented. Curriculum Council rescheduled for 15 & 16 February.

STATINTL

Board of Visitors Meeting of the previous Friday: [REDACTED] will be the Executive Secretary to the Board; Board will concern itself with upgrading the role of the Training Officer. [REDACTED] will do a study on the T.O. as presently constituted.) Work of the task force organizing the middle-managers course was summarized. (It appears that the Board of Visitors will be getting into the whole package of midcareer training.)

STATINTL

General Policy: Task force actions will go to the Board through Robert Wattles, A/DD/S. Board will look into component training, the gaps, redundancies, and applicability. Copy of the Annual Report to be sent to the Board. ACTION: [REDACTED] The Board will also be concerned with external training and quite likely, a more systematic way of getting feedback.

STATINTL

STATINTL

STATINTL

Commented on the transportation paper which involves use of private cars to [REDACTED]. Several recommendations included in the paper: When a response comes from the DD/S, guidelines will be published for the information of School and Staff Chiefs.

STATINTL

STATINTL

No response from DIA [REDACTED] to the memo on the future plans for the Info Science Center. Since General Walters is going to address the present class, Mr. Cunningham suggested that a note be sent to [REDACTED] to remind General Walters of this particular issue and include some of the feelings on the part of some of the people at DIS. ACTION: [REDACTED]

STATINTL

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STATINTL

Commented on the visit of an OTR group to the AEC to tour the Visual Activities Branch.

STATINTL

Inquired about the policy on the publication of Special Bulletins; approval given for the release of one on the AIS. An overview on OTR will be included in the OTR Orientation scheduled for 8 February. Plans to include a two-day coverage on the CS will be discussed by the Curriculum Council.

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STATINTL

██████████
No further word of the move of Clerical Orientation; still scheduled for summer. Some segments in the present induction course will be dropped; OP apparently wants more concentration on typing and shorthand techniques.

STATINTL

██ on Monday. ██████████ has been in and out of the hospital; expected back Monday. Second Office Management re-

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ported to be a good course; only disappointment for O.M. No. 3 is that ██████████ won't be available.

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MINUTES
DD/S STAFF MEETING
30 January 1973

25X1A

1. Present were Messrs. Coffey, Wattles, [REDACTED] Fisher, Blake, Yale, Osborn, Cunningham, Dr. Tietjen, Messrs. [REDACTED]

25X1A

25X1A

2. Staff Personnel Ceilings, FY 1973-FY 1974 - Mr. Coffey

Mr. Coffey referred to the 26 January 1973 memo handed out to each Office Director on staff personnel ceilings. We are trying to be sensible in our request, but yet we want to try to stay current with the situation on a month-to-month basis.

3. Publications Procurement During Second Half of FY 1973 - [REDACTED]

25X1A

Through the first half of FY 1973 all Support Offices are within their allotted amounts except the Office of Security and the Support Services Staff. The Directorate as a whole is in good shape. CRS has no extra funds for publications beyond the present allotments, so be careful during the second half of FY 1973.

4. Mr. Coffey said that GSI has announced that effective 12 February 1973 there will be a price increase for certain food items. These items have had no increase in price in recent years. Items affected include: entrees, vegetables, and larger salads all up 5¢; and special entrees up 10¢. Appropriate notices will be issued shortly by GSI on the food price increases.

5. Mr. Coffey noted a letter of appreciation from Ambassador Berger (he runs the Foreign Service's Senior Seminar) to the Director. Ambassador Berger's letter dealt with his course's recent day at CIA. The Ambassador said the day was "superb in every respect."

6. Mr. Fisher commented on the 17 January 1973 Credit Union News Highlights. The subject was a poll of the Credit Union membership on the issues: that the term of office of Directors (Credit Union Directors) be reduced from three years to two years and that no Director be permitted to serve more than two terms. Mr. Fisher asked that every member be urged to read what is said in the issue - then vote. Mr. Fisher said that the revised Credit Union election procedures, which allow members to nominate by petition (172 qualified names on a petition) and to vote by ballot, has already brought forth the nomination of a GS-11 and a GS-08 for Credit Union Board of Directors membership.

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7. The Office Directors joined Mr. Coffey and Mr. Wattles in a session yesterday with Mr. Schlesinger. This was Mr. Schlesinger's first direct exposure to the Support Directorate.

8. Around the Table

a. Mr. Fisher said that he prepared a memo for Mr. Colby's signature (which may be signed today) asking Agency components to submit their revised Position Control Register (PCR) to the Office of Personnel by 15 May 1973. In the same memo, notice is given that the hiring and promotion freeze is lifted subject to budgetary, CSGA and average grade constraints.

25X1A b. Mr. Cunningham said that OTR is about to put on a Narcotics Operations Familiarization Course for CS personnel. Twenty-eight officers, mostly from FE, WH and NE, will be in the first course. The first course was oversubscribed by 15 student requests. Two more runnings of the course are scheduled. The next COS Seminar will begin 5 February 1973. The new Middle Management Course is coming along - the DD/I representative has joined the task force. The task force will be sending a questionnaire to middle managers soon. Please help get your middle management people to give careful consideration to answering the questionnaire. Members of the Agency Fine Arts Commission visited [REDACTED] recently. A consultant to the Information Science School will come on board next summer on a nine month fellowship.

25X1A c. Mr. Fisher said that a representative of the Presidential Interchange Program visited with him last week. Mr. Fisher said that if anyone feels we have someone who would benefit from a tour in industry or banking, please contact me.

d. [REDACTED] noted that the Headquarters parking regulations allow for people who work shift work to use unreserved spaces in north and south parking lots after 2:30 p.m., if they display a valid shift parking permit. Several parking violations have taken place lately due to shift workers parking in reserved spaces instead of lane spaces. Please pass on to your people who have shift parking permits to use the unreserved lane spaces vs. the reserved spaces.

e. Mr. Blake said that he would be briefing the current Defense Attache course. Mr. Blake and Mr. Yale will be attending the Comptroller's meeting this Thursday.

f. Mr. Wattles said that last month the Office Directors were asked to send all EOD actions to the DD/S for approval. That decision is now reversed. It is up to the individual Office Directors now. You have the responsibility for making EOD decisions yourself. We will still be monitoring your effort to meet your FY 1973 ceiling at fiscal year end. We will also be monitoring your efforts to get a good mix of skills and a balance between professional and clerical employees.